



United States Department of Agriculture

April 10, 2019

Food Safety and  
Inspection Service

1400 Independence  
Avenue, SW.  
Washington, D.C.  
20250

Brad Racino  
MuckRock News Dept MR 18511  
411A Highland Ave  
Somerville, MA 02144

RE: FOIA-2019-00089  
*FSIS Record Retention Schedule*

Dear Mr. Racino:

This is the final response to your Freedom of Information Act (FOIA) request, dated November 28, 2018, to the U.S. Department of Agriculture's Food Safety and Inspection Service (FSIS). You requested access to a copy of FSIS's record retention schedule in digital format. We received your request in our Office on November 28, 2018.

The FSIS FOIA staff works with subject matter experts across the Agency to locate responsive documents. For this request, we conducted a records search in our Records Management Office. FSIS' search began on December 11, 2019.

After a thorough review, we have determined that the records pertaining to this request are available to the public, therefore they are located via the following link:

<https://www.archives.gov/records-mgmt/rcs/schedules/index.html?dir=/departments/department-of-agriculture>

You may appeal this determination within 90 days from the date of this letter. Your appeal should include copies of your original request and this response, as well as a discussion of the reasons supporting your appeal. The envelope should be plainly marked to indicate that it contains a FOIA appeal. If you decide to appeal this determination, please send your appeal to:

Carmen Rottenberg  
Administrator  
Department of Agriculture  
Food Safety and Inspection Service  
1400 Independence Avenue, S.W.  
Room 1170, South Building  
Washington, D.C. 20250-3700

Please be advised that your FOIA request, including your identity and the information made available, is releasable to the public under any subsequent

FOIA requests. However, FSIS does not release your personal privacy information, such as home addresses, telephone numbers, or Social Security Numbers, all of which are protected from disclosure under FOIA Exemption 6.

If you have any questions about the way this request was handled, please contact Emmanuel Olufotebi at 202-260-9433 or via email at [Emmanuel.Olufotebi@usda.gov](mailto:Emmanuel.Olufotebi@usda.gov). If you have general questions about FSIS' FOIA procedures or regulations, please contact our FOIA Public Liaison, Arianne Perkins, at 202-690-2760 or via email at [Arianne.Perkins@usda.gov](mailto:Arianne.Perkins@usda.gov).

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; or facsimile at 202-741-5769.

Thank you for your interest in FSIS programs and policies.

Sincerely,

**ARIANNE PERKINS**

Digitally signed by ARIANNE  
PERKINS  
Date: 2019.04.10 11:04:47 -04'00'

Arianne M. Perkins  
Director, Freedom of Information Act Staff  
Office of Public Affairs and Consumer Education  
Food Safety and Inspection Service

Enclosure

Be Food Safe: CLEAN Wash Hands and Surfaces Often SEPARATE: Separate Raw Meats from Other Foods  
COOK: Cook To The Right Temperature CHILL: Refrigerate Food Promptly